



# Preparing for the 2018 IDOE Teacher

## Survey: Your Voice Matters

Survey Coordinator Training

May 2018

# Today's Key Questions



- ❑ What is the purpose of this survey?
- ❑ What is the survey measuring?
- ❑ How will the survey be administered?
- ❑ How can the data be used following the survey administration?

# Who We Are



- ✓ Shari Switzer, Director of Educator Effectiveness, Indiana DOE
- ✓ David Floyd, Strategic Engagements Manager, Panorama Education

# About Panorama Education



- Mission: Help educators act on data to improve outcomes for students
- Team of 100 former teachers and administrators and software developers supporting over 500 school districts and over 7 million students
- Building a community of **best practices** to share effective classroom and school leadership strategies



# Purpose

# Purpose of this Survey



- 1. Empower teacher voices** to impact state level, district level, and school level work.
- 2. Provide free data reports** to districts that allow for multiple methods of disaggregation and benchmarking.
- 3. Provide professional learning** for districts in utilizing data for actionable purposes such as: strategic plans, comprehensive needs assessments, school improvement plans, federal grant planning, etc.
- 4. Establish baseline data** for annual surveys that will continue to monitor teacher recruitment, retention, and support efforts.



# Survey Program Overview

# Indiana Teacher Survey Overview



<b>Who will be taking the survey?</b>	<ul style="list-style-type: none"><li>• All K-12 classroom teachers are invited to participate in the survey</li></ul>
<b>What is the survey about?</b>	<ul style="list-style-type: none"><li>• The survey asks teachers about a variety of topics relevant to their experiences with their schools and districts.</li></ul>
<b>When will the survey be available?</b>	<ul style="list-style-type: none"><li>• All surveys will be administered from Monday, May 14th - Friday, June 15th</li></ul>
<b>How will the surveys be administered?</b>	<ul style="list-style-type: none"><li>• Surveys will be emailed out the morning of Monday, May 14th.</li><li>• Reminders will continue to run during the window.</li><li>• Each school will also have a backup survey link that they can share with any teacher who indicates that they did not receive a survey.</li><li>• The survey will take 15-20 minutes to complete.</li></ul>



# Your Leadership Role as a Survey Coordinator



- To share knowledge with teachers about the survey program: the purpose, the instrument, and next steps.
- To serve as a main point of contact for your district for frequently asked questions
- To help your district and its schools achieve high response rates from teachers through utilizing the tools available to you.

*Communicate questions and concerns to Panorama's support team  
([support+idoe@panoramaed.com](mailto:support+idoe@panoramaed.com))*

# The Survey Content

## Where did these measures come from?



- The IDOE will administer a version of the Panorama Teacher Survey with some additional questions developed by the IDOE.
- The Panorama Teacher Survey was developed by Dr. Hunter Gehlbach, formerly of Harvard's Graduate School of Education and current Associate Professor of Education at UC-Santa Barbara
- Follows survey design best practices, tested for validity and reliability



*Dr. Hunter Gehlbach*

# Survey Topics



The survey will include the following topics, or clusters of questions that ask about various aspects of this topic. The survey is comprised of 49 questions.

<u>Topic</u>	<u>Example Question</u>
<b>Feedback and Coaching</b>	How often do you receive feedback on your teaching?
<b>Professional Learning</b>	How much input do you have into individualizing your own professional development opportunities?
<b>School Climate</b>	When the school makes important decisions, how much input do teachers have?
<b>Evaluation</b>	How effective is your school's evaluation system at helping you improve?
<b>Teacher Leadership</b>	How impactful are teacher leadership opportunities on the school's instructional goals?
<b>Teacher Retention</b>	How satisfied are you with your compensation as a teacher?



# Example Questions



## Professional Learning

*In this section, we would like to learn about your opportunities for learning and growth at your school.*

15. At your school, how valuable are the available professional development opportunities?

Not at all  
valuable  
☐

Slightly  
valuable  
☐

Somewhat  
valuable  
☐

Quite valuable  
☐

Extremely  
valuable  
☐

Clear

16. How often do you receive feedback on your teaching?

Almost never  
☐

Once in a  
while  
☐

Sometimes  
☐

Frequently  
☐

Almost always  
☐

Clear

# Survey Administration



# Teacher Surveys

- Beginning Monday, May 14th, teachers will begin receiving emails to access their online, confidential surveys.
- Reminder emails will continue be sent to teachers through the end of the survey window.
- The survey window will close on Friday, June 15th.
- As District Coordinator, you will also be provided with a **backup link** for each of the schools in your district. These links can be utilized by teachers who do not receive a survey.



Dear [REDACTED]

The Indiana Department of Education invites you to share your unique perspective on a number of topics relevant to you as a teacher. This email contains a link to a confidential survey about your experiences in your school. Please take 15 minutes to complete this survey between now and **Friday, June 15th**. Your feedback is essential as the IDOE, your district, and your school work to create the school and classroom environments teachers deserve.

To complete the survey online, please visit the link listed below.

[Your Survey Link](#)



All survey responses are confidential. Panorama Education is managing the survey process to ensure data privacy and security. Please contact Panorama directly at [support+idoe@panoramaed.com](mailto:support+idoe@panoramaed.com) with any questions about using the website or if you have trouble accessing the page.

Thank you again for your participation and for your service to the students and families of Indiana. We're looking forward to hearing from you and partnering with you to make your school the best it can be.

Warmly,  
The IDOE and Panorama Education Teams

A screenshot of the Panorama Education survey interface. At the top left is the Panorama Education logo. Below it, the text "Welcome! Click 'Start Surveys' to begin." is displayed. Underneath, it says "STAFF SURVEY (0/1 completed)". To the right of this text is a green button labeled "Start Surveys", with a red arrow pointing to it. Below the "Start Surveys" button is a text input field labeled "Your School's Name".

# Teacher Survey FAQ



**Q: I have some teachers who didn't get a survey. What should they do?**

- **Share the Access Code Retrieval Tool with them.**
  - This tool allows them to enter their information and if a survey has been created for them, it will resend it to them.
  - If a survey was not created for them, it will alert our Helpdesk who will send them the backup link for their school.
  - You will receive the Access Code Retrieval Tool in an email later this week.
- **Utilize the backup links for schools**
  - In some cases, we know that you might want people who note they did not receive a survey to have quick access. In this case, the backup survey links that you will receive can be used.
  - Backup links allow anyone to complete the survey for that particular school.
  - Please use these links carefully as we want to ensure that as many confidential surveys are completed so that we can accurately track response rates by schools and by districts.

Request Access Code

Not sure what your access code is? Give us some information and we'll see if we can find it for you! If not, our support team will be in touch soon for more information!

I am a...

Teacher or Staff Member

\* First name

\* Last name

\* Email

If you have an email address associated with your school system, please use that.

School

If you are associated with a particular school or schools, please let us know.

Request Access Code

# Teacher Survey FAQ



**Q: What does it mean that the survey is “confidential”?**

A: We have created a survey for every teacher listed as a 'Teacher' in your district's records. This allows you to monitor the response rates for your district and schools over the course of the survey window. As a third party, Panorama is managing the data process and will not share your data back with the IDOE. No individual teacher's responses will be connected back to that teacher.

**Q: What are some of the best ways for me to increase response rates?**

A: There are several really valuable ways for you to ensure strong participation across your schools and your district.

- **Check Response Rates**: Monitor the response rate dashboard each morning to see how your completion percentage is increasing.
- **Dedicated Time for Survey-Taking**: Ask principals to set aside 15 minutes at a professional development for teachers to complete their surveys.
- **Encouraging Participation**: Sending periodic emails to teachers across your district explaining the importance of completing their surveys.



# Resources to Increase Response Rates



## Response Rate Dashboard

- As survey liaison, you will be given access to a response rate dashboard that will allow you to monitor the number of responses that have been recorded for your district and the schools in your district.
- You will receive an email from [surveyinfo@panoramaed.com](mailto:surveyinfo@panoramaed.com) right before the survey window opens with instructions for setting this up.



## Your Backup Link(s) By School

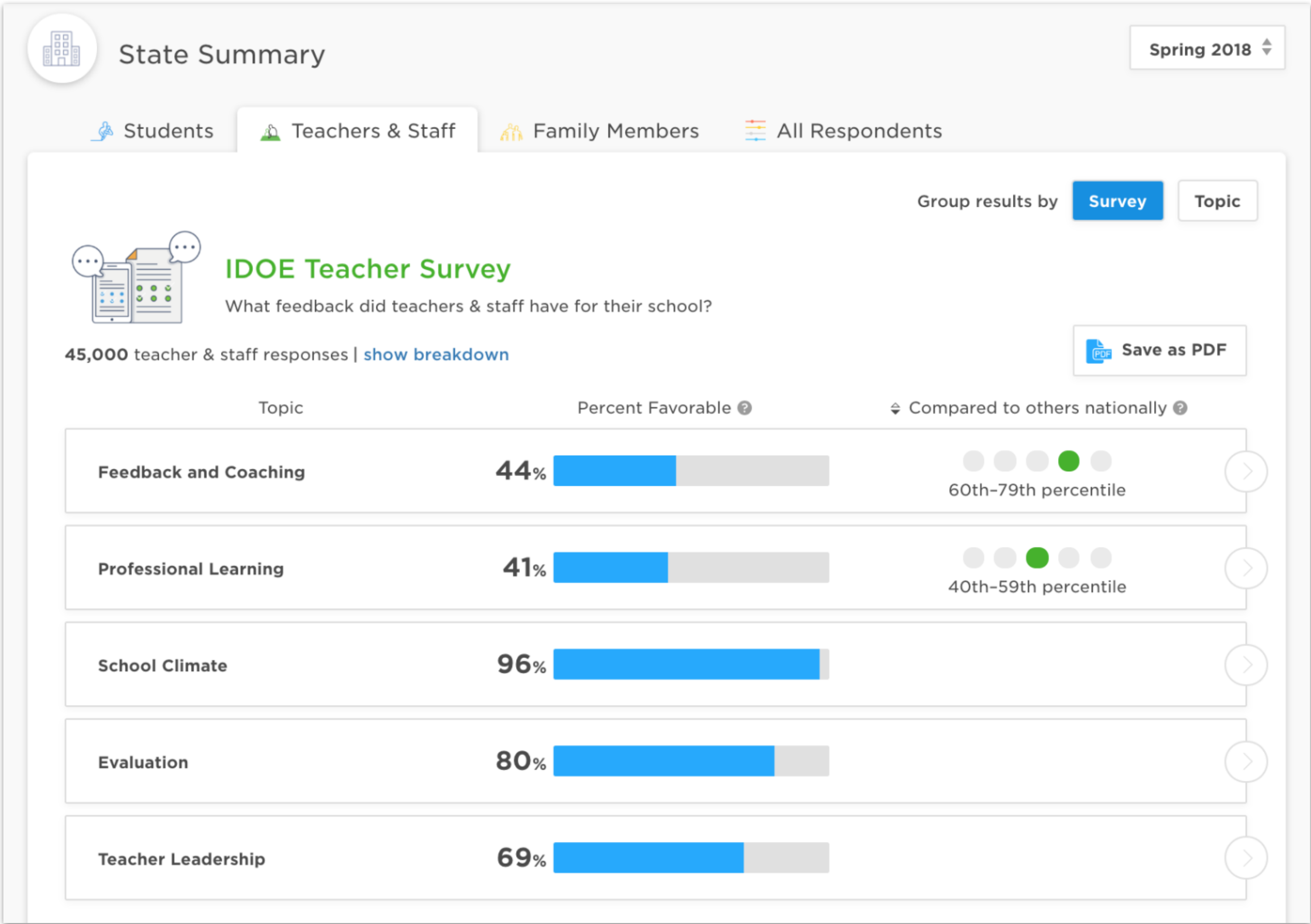
- As mentioned, each school will also have an backup link **that is unique to each campus.**
- Anyone who has this link can take the survey.
- You will receive these links for the schools in your district in an email from [surveyinfo@panoramaed.com](mailto:surveyinfo@panoramaed.com) right before the survey window opens.

# Overview of Survey Results

# Survey Results



- Results will be available to schools in Summer 2018
- Results can be used for internal planning purposes and PD
- Schools can put their results in context by seeing how others scored in the district, across the state, and compared to Panorama’s national data set.



EXAMPLE DATA



# Next Steps

# Next Steps



- Share relevant slides with your district's teachers in an email to teachers. Letting them know to look for the survey can be valuable in ensuring they participate.
- Review the slides and recording from this webinar as needed.
- **Be on the lookout for an email from [surveyinfo@panoramaed.com](mailto:surveyinfo@panoramaed.com) that includes webinar resources, response rate dashboard access, access code retrieval tool, and backup links for your district.**
- Reach out to [support+idoe@panoramaed.com](mailto:support+idoe@panoramaed.com) with questions!

*Questions? Contact Panorama's support team ([support+idoe@panoramaed.com](mailto:support+idoe@panoramaed.com))*

# Thank You

Questions? Please type them in using the “Question” function!